

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITIES
WESTERN CONNECTICUT MENTAL HEALTH NETWORK
SUMMER WORKERS (General Clerical)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Posting Date: May 24, 2012

Closing Date: May 31, 2012

<u>POSITION #</u>	<u>PROGRAM</u>	<u>HOURS OF WORK</u>	<u>DUTIES</u>
WC101693	Torrington Administration 240 Winsted Road Torrington, CT	Monday-Friday 8:00 a.m.-4:30 p.m. 40 Hours Per Week	The duties of this position include but are not limited to: Performs clerical tasks such as filing, typing, Xeroxing, recording information, answering telephone, reception duties, computing, office machine operation, data entry. Thinning, organizing, and integrating clinical medical records for clients who have multiple chart volumes. Performs related duties as required.
WC101694	Waterbury Administration 95 Thomaston Avenue Waterbury, CT	Monday-Friday 8:00 a.m.-4:30 p.m. 40 Hours Per Week	The duties of this position include but are not limited to: Performs clerical tasks such as filing, typing, Xeroxing, recording information, answering telephone, reception duties, computing, office machine operation, data entry. Performs related duties as required
WC101695	Waterbury Administration 95 Thomaston Avenue Waterbury, CT	Monday-Friday 8:00 a.m.-4:30 p.m. 40 Hours Per Week	The duties of this position include but are not limited to: Performs clerical tasks such as filing, typing, Xeroxing, recording information, answering telephone, reception duties, computing, office machine operation, data entry. Performs related duties as required

Salary: \$8.25 per hour

Position will end on September 6, 2012

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting) at the bottom of Page One** of the State of Connecticut Application for Examination or Employment (**CT-HR-12**).

To be considered for this position: All applicants must complete a State Employment Application for Examination or Employment-**CT-HR-12**. The CT-HR-12 can be found on the DMHAS Web Site at www.ct.gov/dmhas/employmentopportunities or the DAS Web Site at <http://das.ct.gov/employment>. Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application (**CT-HR-12**).

Angela M. Baker, Human Resources Associate – 203-805-6411

PLEASE SEND APPLICATIONS TO:

1) Postal Mail:

**Western Connecticut Mental Health Network
55 West Main Street, Suite 410
Waterbury, CT 06702**

OR

2) Fax: (203) 805-6432

OR

3) Email: Angela.Baker@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.